

Mail Completed Application To:
Department of Charitable Gaming
101 North 14th Street, 17th Floor
James Monroe Building
Richmond, Virginia 23219



FORM 301
CHARITABLE GAMING SUPPLIER
PERMIT
APPLICATION

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF CHARITABLE GAMING

101 N. 14TH Street, 17th Floor, James Monroe Building, Richmond, VA 23219-3684
Licensing Unit Contact No. (804) 225-2801
www.dcg.virginia.gov

CHARITABLE GAMING SUPPLIER PERMIT APPLICATION

- A. Use this application when applying for either a new or renewal Charitable Gaming Supplier Permit.
B. Complete the entire application and all attachments. DO NOT LEAVE ANY BLANKS.
C. Place "N/A" if item is not applicable. **Please type or print all answers.**
D. If needed, attach additional documents or explanation sheets.
E. Ensure application is dated and signed by the appropriate individual(s).
F. Enclose a non-refundable \$1,000 application fee payable to: **Treasurer of Virginia.**
G. Retain a copy of the entire application package for your records.
H. Mail completed application, applicable fee, and all required attachments (identified by corresponding response number) to: Department of Charitable Gaming, 101 N. 14th Street, 17th Floor, James Monroe Building, Richmond, Virginia 23219.
I. Allow 90 days for processing a COMPLETE application. Incomplete applications and/or the omission of applicable attachments may delay the process.

APPLICANT INFORMATION

1. Applicant Type: ☐ New ☐ Renewal DCG No. (Renewal Only)
- Type of Product: ☐ Bingo Paper/Supplies ☐ Electronic Devices ☐ Other (Explain)
☐ Instant Bingo/Pull Tabs ☐ Pull Tab Dispensing Devices
2. Full Business Name:
Corporate Mailing Address:
City: State: Zip: Telephone: ()
Fax No. () Federal Employer ID No.
3. Corporation's Physical Address:
City: State: Zip: Telephone: ()
Contact Person: Title/Position:
Contact Person's Daytime Contact Telephone No.: () Fax No.: ()

STATE AND FEDERAL REGISTRATION INFORMATION

4. Type of Business ☐ Corporation ☐ Limited Liability Company
Check One ☐ Sole Proprietorship ☐ Partnership
☐ Other (Explain on a separate page) Attachment Yes ☐ No ☐
5. Name of Virginia Registered Agent:
Mailing Address:
City: State: Zip: Telephone: ()
All domestic corporations, foreign corporations, and limited liability companies must be registered with the Virginia State Corporation Commission. Attach a current copy of a certificate of good standing from the Virginia State Corporation Commission. Attachment Yes ☐ No ☐

STATE AND FEDERAL REGISTRATION INFORMATION

6. Is the applicant in compliance with the reporting of and filing of all Virginia monthly, quarterly, and annual reports mandated by the Virginia Employment Commission and the Virginia Department of Taxation, and the applicable transmittal of funds? If no, please provide a detailed explanation of any filing matters and/or delinquencies on a separate page. Yes ☐ No ☐
7. Please provide the following State assigned account numbers for each entity provided below. If you do not have an assigned number, please provide a detailed explanation as to why a State number has not been assigned and the exemption that the applicant operates under.
- Va. Employment Commission Account No. _____ Va. Department of Taxation Sales Tax No. _____
- Va. Department of Taxation Withholding No. _____ Va. Department of Taxation Corp. ID No. _____
8. Does the applicant have a current Letter for Company Registration on file with the U.S. Department of Justice - Gambling Devices Registration Unit in accordance with the Gambling Devices Act of 1962? If no, please provide a written explanation as to why the applicant is exempt from this registration requirement. Yes ☐ No ☐

BUSINESS INFORMATION

9. Attach a legible list of all locations where the applicant conducts business, including full name of the business/subsidiary, contact person, telephone and facsimile number, business and mailing address, city, state, zip code, and official jurisdiction. Attachment Yes ☐ No ☐
- Does the applicant have offices, warehouse, or other outlets or facilities in addition to those identified above where gaming equipment and/or supplies are stored, sold, or manufactured? If yes, please attach a list in the same manner as required above. Yes ☐ No ☐
10. Attach a list of at least three credit references including full business name, address, telephone number and contact person. Attachment Yes ☐ No ☐
11. Attach a copy of each and every permit and/or authorization for each state or province in which the applicant provides charitable gaming supplies. Attachment Yes ☐ No ☐
12. If previously permitted in Virginia or in any other state or province, has a permit and/or authorization ever been suspended, revoked, or subject to an administrative proceeding? Yes ☐ No ☐
- If yes, provide all supporting documentation of the suspension, revocation, or administrative proceeding, the current status of the subject permit, and any agreement entered into in resolution of the matter.
13. Attach a list of the complete full names and titles of the persons involved with the charitable gaming supplier applicant as requested below. Please complete a Personnel Information Form for each individual designated in this section. Attachment Yes ☐ No ☐
- a. Sole Proprietor - Provide information for individual owner. c. Limited Liability Company - Provide information for each member.
- b. Partnership - Provide information for each partner. d. Corporation - Each officer, director, person, owner, or entity having a 10% or greater interest (debt or equity) in the applicant. If an entity, provide a list of the individual officers, directors, persons, owners and/or entities having a 10% or greater interest, and the address and contact information.
14. Attach a list of all agents/employees/independent contractors who will, in Virginia, provide supplies or market products designated in Item No. 1. Include the full name, home and mailing address, city, state, zip code, telephone number, and email address. Attachment Yes ☐ No ☐
15. Has the applicant, a related business entity, or person identified in Item Nos. 13 and 14 ever been the subject of an administrative or legal action associated with charitable gaming? If yes, provide complete details on a separate page. Yes ☐ No ☐
16. Has the applicant, a related business entity, or person identified in Item Nos. 13 and 14 ever been indicted, convicted, or arrested for any criminal offense? If yes, provide complete details on a separate page. Yes ☐ No ☐

BUSINESS INFORMATION

17. Has the applicant, a related business entity, or person identified in Item Nos. 13 and 14 ever been involved in a civil action that allegedly constituted a crime(s)? If yes, provide complete details on a separate page. Yes ☐ No ☐
18. Has the applicant, a related business entity, or person identified in Item Nos. 13 and 14 ever been delinquent on any payment owed to a governmental entity or creditor, or ever been sued for a debt? If yes, provide complete details on a separate page. Yes ☐ No ☐
19. Is the applicant, a related business entity, or person identified in Item Nos. 13 and 14 currently a known party to any criminal and/or civil complaint or investigation? If yes, provide complete details on a separate page. Yes ☐ No ☐
20. Attach a list of all banks and/or financial institutions utilized by the applicant organization, including name of bank, account number(s), mailing and street address, city, state, zip code, contact person, and telephone number. Attachment Yes ☐ No ☐
21. Attach a list of the individual(s) and/or companies who prepare Department financial reports including full name of the person, business name, telephone and facsimile numbers, mailing and street address, city, state, zip code, and email address. Attachment Yes ☐ No ☐
22. Provide the complete physical address of where the applicant's records of charitable gaming sales and transactions are stored including full name of contact person, physical and mailing address, city, state, zip code, telephone number, and email address. Attachment Yes ☐ No ☐

PLEASE CONTINUE TO NEXT PAGE

PERSONNEL INFORMATION

11 VAC 15-31-20 of the Supplier Regulations provides that no Charitable Gaming Supplier Permit can be issued prior to a reasonable investigation conducted by the Department of Charitable Gaming. The following information is required to conduct a background investigation. Individuals designated below hereby authorize the Department to investigate all matters related to this application, and hereby waives any rights or causes of action they may have based upon the disclosure of otherwise confidential information.

This form must be completed for each officer, director, person, owner, or entity having a 10% or greater interest (debt or equity), and/or each person identified in Item No. 13. Please provide complete information and FULL PROPER NAMES. Do not leave any blanks. Please make copies of this page for each person identified in Item No. 13 of this Application.

By completing this form and affixing my signature, I hereby state that to the best of my knowledge, information, and belief that there has been no failure to disclose, and I am aware that later discovery of an omission or misrepresentation made in this application, or made on any statement, document, or information may be grounds for revocation of the applicant's application or subject the applicant or personnel to criminal penalties in the Commonwealth of Virginia.

I also agree that I will abide by the Charitable Gaming Statute, Supplier Regulations, and any and all laws and regulations of the Commonwealth of Virginia.

Full Legal Name: _____ Title: _____
First Name Middle Name Last Name

Social Security No. _____ Date of Birth _____
Month Day Year

Physical Home Address: _____
Street Address - No Post Office Boxes City State Zip Code

Mailing Address, If Different _____
Mail Address City State Zip Code

E-Mail Address: _____

Web Page Address: _____

Percentage of Ownership, If Applicable: _____ %

Contact Numbers: Telephone: () Cell Phone No.: ()
Facsimile: () Other Number: ()

Signature _____ Date _____